

Department of the Army  
Headquarters, U.S. Army  
Industrial Operations Command  
Rock Island, IL 61299-6000

\*IOCR 702-2

6 MAY 1996

## Inspection of Supplies and Equipment

### AMMUNITION SURVEILLANCE PROCEDURES FOR IOC ORGANIZATIONS

Applicability. This regulation applies to all Headquarters, U.S. Army Industrial Operations Command (HQ, IOC) installations, including arsenals with an ammunition related mission, third party, and facilities contracts. Additionally, it applies to functions pertaining to ammunition surveillance of guided missiles, special weapons, and toxic chemicals. (Exempted from this regulation are metal parts manufacturing plants and similar facilities which store no explosive loaded ammunition except for small quantities for guard force use.) The portions of this regulation pertaining to evaluation of contractor performance, apply only to Government-owned, contractor-operated (GOCO) facilities.

Decentralized Printing. All IOC installations are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited without prior approval from Commander, IOC, ATTN: AMSIO-IOA-A, Rock Island, IL 61299-6000.

Suggested Improvements. The proponent of this regulation is the HQ, IOC Ammunition Production and Logistics Division. Users are invited to send comments and suggested improvements to Commander, IOC, ATTN: AMSIO-IOA, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:

Official:

*David M. Emling*  
DAVID M. EMLING  
Colonel, OD  
Deputy Commander  
and Executive Director of  
Industrial Operations

#### Contents

#### Paragraph

Purpose	-----	1
References	-----	2

\* This regulation supersedes AMCCOMR 702-9, 28 Mar 90; and DESCOMR 702-1, 20 Sep 89, Chapter 4, and Appendix I.

(Oct 94)  
PPNT is  
Cory Kelly  
IBQ-SURV  
MAS-Q-SURV  
alt PPNT is:  
Neil Wachutka

pub under revision -  
soon to be  
done (Nov. 99)

6 MAY 1996

Acronyms/Terms -----	3
Responsibilities -----	4
Policies -----	5
General Inspection Procedures -----	6
Inspection Instructions/Requirements for Specific Items -	7
Surveillance Records and Reports -----	8
Distribution of Depot Surveillance Record (DSR) and Ammuni-	
tion Data Cards -----	9
Condition Code Changes -----	10

Appendix A.	References
Appendix B.	Instructions for Ammunition Surveillance Organizations Located at Government-owned, Government-operated (GOGO) Installations
Appendix C.	Instructions for Ammunition Surveillance Organizations Located at Government-owned, Contractor-operated (GOCO) Installations
Appendix D.	Ammunition Surveillance Functional Responsibili- ties and Staffing (GOCO)
Appendix E.	Industrial Operations Command Installation Staffing (QASAS) and Grouping
Appendix F.	Instructions For Completing the Ammunition Process Improvement Report (APIR)
Glossary	

1. Purpose.

a. This regulation, with SB 742-1, prescribes policies, responsibilities, and procedures for conducting surveillance of field service ammunition, explosives, and components at Headquarters, U.S. Army Industrial Operations Command (HQ,IOC), and subordinate installations and activities.

b. This regulation covers conventional and non-lethal chemical ammunition, including all loaded and inert components, propellants, bulk explosives, finished items, special test/experimental explosive materials, and packing material on hand at IOC installations.

c. This regulation also provides specific guidance for inspection of industrial stocks reportable by IOC Regulation 740-1 and materiel in the Conventional Ammunition Working Capital Fund (CAWCF) Account, IAW IOC Regulation 700-2 and instructions for management of the Ammunition Surveillance Program. Additional guidance pertaining to unique occurrences will be provided by Ammunition Surveillance Branch (AMSIO-IOA-A) as required.

2. References. Required and related publications are listed in Appendix A.

3. Acronyms/Terms. Abbreviations and special terms in this regulation are explained in the Glossary.

4. Responsibilities.

a. The Chief, AMSIO-IOA-A:

(1) Provides staff supervision of Ammunition Surveillance Programs at IOC subordinate installations/activities.

(2) Authorizes deviations from this regulation, when required.

b. The Chief of the Ammunition Surveillance Branch (AMSIO-IOA-A):

(1) Serves as the focal point for AMSIO-IOA in matters of Ammunition Surveillance as pertaining to this regulation.

(2) Develops and disseminates surveillance policy and procedures for AMSIO-IOA.

(3) Provides Ammunition Surveillance input to GOCO contracts; including Third Party and Facilities contracts, when applicable.

6 MAY 1996

(4) Serves as the focal point for resolution of Single Manager for Conventional Ammunition (SMCA) matters pertaining to ammunition surveillance.

(5) Reviews surveillance programs periodically to ensure compliance with program instructions. (An integral part of the review is the Ammunition Surveillance Program audit.)

(6) Periodically reviews qualifications of personnel performing ammunition surveillance functions. Initiates action to provide support to installations which lose ammunition surveillance capabilities.

(7) Determines audit frequency requirements, based on previous evaluations by local or higher headquarters elements, customer complaints, feedback, etc.

(8) Groups IOC installations, as necessary, for assignment of QASAS support.

c. Commanders of IOC subordinate installations/activities with ammunition materiel in storage will implement the Ammunition Surveillance Program. When a commander is not assigned to an Army Ammunition Plant (AAP) or when the Contract Operations Representative/Acquisition Contract Officer (COR/ACO) functions are assigned to other than the commander, the responsibilities of the commander apply to that official assigned the COR/ACO functions.

(1) Commanders of GOGO installations/activities will:

(a) Ensure that any portion of the Ammunition Surveillance Program, performed for another activity IAW a host/tenant agreement, is properly executed.

(b) Provide Quality Assurance Specialist (Ammunition Surveillance) (QASAS) support to assigned installations (QASAS home station commanders only).

(c) Provide QASAS support to other installations as directed by HQ, IOC.

(d) Provide QASAS support for higher headquarters (HHQ) missions, as directed by HQ, IOC.

(e) Provide QASAS in charge with direct access to the Commander on matters concerning ammunition surveillance and explosives safety.

(2) Commanders of GOCO installations will:

(a) Evaluate the performance of the operating contractor IAW Appendix C, paragraph 3.

(b) Ensure that the contractor provides surveillance inspection support and facilities to government inspectors as required.

(c) Ensure contractor work schedules, inspection records and lot number listings are provided to QASAS on a regular basis to ensure effective and efficient evaluation of contractor performance.

(d) Provide QASAS support to assigned installations (QASAS home station commanders only).

(e) Provide QASAS support to other installations as directed by HQ, IOC.

(f) Provide QASAS support for HHQ missions as directed by HQ, IOC.

(g) Forward written notification of contractor discrepancies to the contractor for resolution and response.

(h) Provide QASAS in charge with direct access to the Commander on matters concerning ammunition surveillance and explosives safety.

(i) Provide an annual rating of senior QASAS on installation IAW procedures provided by the U.S. Army Defense Ammunition Center and School (SIOAC-AO). Rating will be forwarded to Chief AMSIO-IOA-A for IOC review and forwarding to SIOAC-AO. This procedure does not alter rating and review plan currently in use. Senior, in this context means the individual at the highest grade. This procedure applies to all QASAS if they are equal in grade.

d. QASAS personnel are responsible for accomplishment of the Ammunition Surveillance Program at IOC installations/activities which have a Class V mission.\* QASAS personnel assigned to IOC GOCO installations must adhere to contract requirements as well as the provisions in this regulation.

NOTE: \* See Applicability paragraph.

(1) The QASAS in charge serves as the government focal point on matters pertaining to ammunition surveillance within the scope of this regulation. This includes coordination locally and with HQ, IOC.

(2) QASAS training and experience permit performance of other duties as assigned by the installation commander. Such duties may include chemical surety functions or evaluation of contractor performance of contractual obligations in areas other than ammunition surveillance. These could include ammunition storage, transportation, explosive safety, etc.

6 MAY 1996

5. Policies.

a. Every IOC subordinate organization with a mission that includes storage of ammunition and explosives will perform surveillance of ammunition in storage IAW AR 702-6, AR 740-1, SB 742-1 and this regulation. Conflicts which may arise between this regulation and any other regulation, will be brought to the immediate attention of AMSIO-IOA-A for resolution. Organizations which do not have the capability to perform required inspections shall provide, in March, an annual listing of stocks, by lot number, to Commander, IOC, ATTN: AMSIO-IOA-A, Rock Island, IL 61299-6000, to obtain support.

b. At GOCO installations with an ammunition mission, functions listed in SB 742-1 and AR 740-1 as QASAS duties, will be conducted by the surveillance element as specified in the plant contract and this regulation.

c. Materiel assigned to NICP accounts will be inspected IAW specific instructions and at intervals prescribed in SB 742-1. Unless there are instructions to the contrary, an Initial Receipt Inspection (IRI) will not be performed on newly manufactured materiel from an AAP, which was inspected and accepted by a Government Quality Assurance Representative (QAR).

d. Industrial stocks, including CAWCF account materiel, will be inspected IAW applicable elements contained in paragraphs 6, 7, and Appendix C of this regulation.

e. Special test materiel will be inspected, as a minimum, for safety in storage. Additional inspection requirements and intervals may be established by the applicable project manager, QASAS in charge, or the COR/ACO staff QASAS.

## f. Certification:

(1) Personnel performing ammunition operations will be certified as required by AMC-R 350-4.

(2) The installation commander will designate, in writing, personnel qualified to certify hazardous material for shipment. Requirements of AR 55-355 apply.

g. Installations without a resident QASAS will be provided with surveillance support as shown in Appendix E.

h. Deviations from inspections and procedures required by this regulation must be specifically authorized by the Director for Ammunition Production and Logistics, HQ, IOC.

NOTE: The appendices in this regulation contain specific instructions pertaining to GOGO and GOCO installations and are integral to this regulation.

## 6. General Inspection Procedures.

### a. Field Service Account (FSA) Assets.

(1) Unless there is a requirement to perform an IRI, the first sampling inspection of new materiel will normally be conducted at the interval for Periodic Inspection (PI) specified in SB 742-1. The inspection date will be based on the date of acceptance into the field service account.

(2) At GOCO installations, inspection of FSA materiel should be conducted by the QASAS assigned to the facility, unless specifically prohibited by contract. When materiel is not inspected by a QASAS, procedures in Appendix C, paragraph 3f(3) apply.

(3) PI intervals will apply unless superseded by other requirements; i.e., special inspection, pre-issue inspection (PII), as directed by paragraph 7, abnormal conditions, etc.

### b. Industrial Stock Assets.

(1) Complete rounds not yet accepted into FSA, including components, inert components, and packing material items will be subject to an initial surveillance inspection within 3 months from the date of receipt or date of local manufacture. Criteria for IRI, as defined in SB 742-1, will be used.

(2) PIs will be conducted using inspection intervals described in SB 742-1 for similar materiel; unless the level of pack dictates the need for more frequent inspection intervals, or as otherwise dictated in paragraph 7.

(3) A defect code (IAW SB 742-1) will be assigned to a serviceable lot when the applicable due date for a periodic inspection has been exceeded by 6 months. If the maximum extended periodic inspection date (IAW SB 742-1) for this lot has been exceeded, condition code J will be assigned.

### c. FSA/Industrial Stock Assets.

(1) A PI or PI equivalent will be performed, if materiel which has not been inspected within the specified interval is selected for issue, or if the QASAS/inspector determines that additional inspection is advisable prior to release of materiel for shipment. For SAP, quality checks will be performed IAW SB 742-2.

(2) When stocks are stored under adverse conditions, materiel/lots may be, at the discretion of the QASAS in charge, inspected more frequently.

6 MAY 1996

(3) When materiel intended for storage is received from another storage activity, and the DA Form 3022-R (Army Depot Surveillance Record [DSR]\*) shows that required inspections/tests were performed within the specified time interval, a visual examination for Damage In Transit (DIT) is sufficient, unless the inspector/QASAS in charge considers it necessary to expand the scope of inspection.

NOTE: \* Computer generated or hard copy.

(4) Sample sizes and acceptance/rejection numbers criteria will be IAW SB 742-1.

(5) Inspection samples will be randomly selected. (Random selection is the preferred method for choosing inspection samples; however, "representative" selection is an acceptable alternative to consider if required by circumstances.) Explosives-loaded items and components will normally be removed from storage and transported to the inspection site. Packs and containers will be carefully opened, and the contents removed and inspected for non-standard conditions. After inspection, the items will be repacked as nearly as possible to their original condition and returned to storage. Inspections, whether at the storage site or inspection site, must be conducted in compliance with all safety regulations/requirements.

(6) All inspections and tests prescribed by this regulation will be performed using applicable technical data (drawings, specifications, ammunition data card, etc.) and will comply with explosive safety requirements.

(7) Definitions and classification of defects, as published in SB 742-1, will be used unless specific instructions to the contrary are issued by higher headquarters.

(8) SOPs will be prepared and staffed IAW AMC-R 700-107, to comply with inspection requirements and other elements in this regulation.

(9) Components will be inspected for deterioration. Readily discernible defects attributed to manufacture, transportation or handling will be noted. The deficiency will be charged to the lot only when considered to be representative of the lot. Finished items will be inspected for issue and use characteristics. This includes the item, packs, and palletization. Any doubt as to whether a defect is representative should be resolved by selecting a separate sample using (4) above. The reason for selecting a second sample will be documented on the DSR.

(10) A DSR will be prepared and kept current for each lot or serially numbered explosive item, component or packing material. See paragraph 8.



(11) The supply condition codes prescribed by DoD 5160.65M, AR 725-50 and implementing instructions will be used to classify all stocks.

7. Inspection Instructions/Requirements for Specific Items.

a. Black Powder. Black powder containers which show evidence of moisture contamination will be removed from the magazine, transported to an inspection site and opened. Contents will be inspected for evidence of loss of serviceability through moisture absorption (partial lumping). Any evidence of this condition will be reported by letter to: Commander, HQ, IOC, ATTN: AMSIO-IOA-A, Rock Island, IL 61299-6000. RCS exempt: AR 335-15, paragraph 5-2c(3).

b. Wet Stored Explosives. Bulk initiating explosives and certain other items are sensitive to friction, heat, or impact, and are consequently stored immersed in liquids. Every effort will be made to prevent the liquid from freezing. If frozen, the explosive materiel will not be handled. The following inspections shall be performed on each container and contents as applicable.

NOTE: Immediate corrective action will be taken if any defect(s) are encountered.

(1) Inspections shall be conducted monthly, with particular attention for the following defects:

(a) Containers and covers are cracked, allowing leakage or evaporation.

(b) Gaskets, if present, are cracked, broken, or not properly secured to flange of cover.

(c) Major rusting or pitting of metal containers is evident.

(d) Water-alcohol solution is not at proper level within container.

(2) Every Autumn (September is recommended), prior to the onset of cold weather, an inspection will be conducted to assure concentrations of alcohol will prevent freezing of the alcohol-water solution. Hydrometer readings will be taken from each container. The inspection should include a visual inspection of all interior packs and components such as sawdust and cloth bags for defects listed in appropriate specification. However, contents (explosive filled bags) will not be removed from containers solely for the purpose of inspection. This annual inspection may be performed in conjunction with a monthly inspection.

6 MAY 1996

c. Bulk Explosives and Oxidizing Materials.

(1) Containers of high explosives (TNT, Teteryl, Compositions A, A-3, B, and C-3, Picric Acid, Explosive D, etc.), will only be opened for inspection of contents during periodic inspections when outer packs display signs of unserviceability. Any abnormality will be recorded. Any evidence of spillage or release of explosives to the environment shall be immediately reported and disposed of IAW IOC and installation environmental regulations.

(2) Oxidizing Materials. Peroxides of barium, strontium, etc., are very hygroscopic (readily absorb moisture from the atmosphere) and the container will normally not be opened until the material is to be used. Moisture releases nascent oxygen from these compounds. This factor and the corrosive hydroxide residue can corrode the container causing contamination of the contents. The container will be inspected to determine serviceability. When defective containers are encountered, a request for disposition instructions will be submitted to: Commander, HQ, IOC, ATTN: AMSIO-IOA-A, Rock Island IL 61299-6000. RCS exempt: AR 335-15, paragraph 5-2c(3).

d. Bulk Propellant and Propelling Charges.

(1) Nitrocellulose based bulk propellants, component charges, and separate loading charges on hand will be monitored for chemical (thermal) stability IAW the Army Propellant Stability Program. This requirement applies to all such propellants and charges in all government accounts, regardless of ownership or condition.

(2) These items will be inspected for serviceability, and their chemical stability determined IAW SB 742-1300-94-2. Special test lots are exempt from the reassessment provisions of SB 742-1300-94-2 and are to be treated as specified in paragraph f below.

(3) Propellant reassessment tests for bulk propellant and component charges will be conducted as required by SB 742-1300-94-2 and applicable specifications. A reassessment is not required for separate loading propelling charges or propelling charges assembled to complete rounds. The requirement for a propellant lot to be reassessed is based upon a timeframe specified in the Propellant Acceptance Sheet. Propellant which has exceeded the loading authorization date will be assigned Condition Code D, but will not be reassessed until a known requirement exists or unless directed by HQ, IOC.

(4) Stocks of Propellant Lots: Bulk propellant or bulk charges/increments and separate loading charges on hand will be

reported (OMB Control No. 0704-0188) to: Commander, HQ, IOC, ATTN: AMSIO-IOA-A, Rock Island, IL 61299-6000. This is an annual requirement and must arrive at HQ, IOC no later than 15 March. (Propellant identified with special test material; see Glossary, paragraph 2k.) If the capability exists, the report may be forwarded in a dBase compatible computer program diskette or by an E-Mail transmittal. Propellant assets reported on the Worldwide Ammunition Reporting System (WARS) are exempt from reporting requirement. Additional clarifications on reportable assets are as follows:

(a) Report must include special account and third party owned propellant assets stored at the reporting installation.

(b) Reportable propellant assets include bulk propellant, bulk packed component charges, and separate loading charges.

(c) Installations utilizing Standard Depot Systems (SDS) need not report local 11 or 12 Account propellant assets.

(5) Report propellant lot stocks by letter in the following format.

(a) DODIC

(b) NSN

(c) Lot number, propellant lot or propelling charge lot.

(d) Lot number, component propellant lot.

(e) Condition Code.

(f) Quantity (pounds, charges, increments, etc.)

(g) Owner account.

(6) If machine generated, report may be sent as a memorandum enclosure. Data submitted will be used by HQ, IOC to determine requirement for stability testing. OMB Control No. 0704-0188, Identification of Special Account Propellant Lots, applies to GOGO installations. GOCO installations will report under Data Item Description DI-MISC-80193. Instructions in SB 742-1 apply.

e. Inspection of Explosive Components. In accordance with specifications, components (primers, ignition cartridges) which require testing or reassessment prior to a specified time of use and which have exceeded that limit will be assigned Condition Code D. However, testing will not be conducted until a known requirement exists, and as directed by IOC. Installations

6 MAY 1996

IOCR 702-2

performing tests shall report results to AMSIO-IOA-A on DA Form 984 (Munition Surveillance Report). RCS exempt: AR 335-15, paragraph 5-2c(3).

f. Items Belonging to Other Agencies. Ammunition or other explosive items stored for other Government agencies or private contractors are subject, as a minimum, to a receipt inspection (RI) and safety-in-storage inspections (SIS). Additional inspection procedures and their frequencies shall be specified in the appropriate support agreement or memorandum with the owner. This includes, but is not necessarily limited to, foreign, experimental and test ammunition, and materiel stored in sites leased to private concerns or Government agencies, as authorized by DoD Directives. Any deficiencies with an explosive hazard potential shall be reported immediately to AMSIO-DM and AMSIO-IOA-A, in addition to requirements of the appropriate support agreement. RCS exempt: AR 335-15, paragraph 5-2c(3).

g. Items Belonging to Third Party/Facilities Contractors. Ammunition and explosive items stored and transported by third party contractors will be inspected to ensure installation safety. Surveillance will include; inspection of shipping operations for safety IAW DAP 385-64, and inspection of storage sites for safety in storage. Discrepancies will be locally reported and corrected. This also applies to installations operating with facilities contracts. Refer to Glossary, paragraph 21.

h. Magazine and Warehouse Inspection. Magazines and other buildings in which ammunition and components are stored will receive formal surveillance inspections, using specified intervals, and inspection standards provided by SB 742-1. Inspection frequency may be increased at the commander's discretion. Outer packs of stored material will be visually inspected for evidence of moisture or damage. When outer packs show evidence of questionable serviceability of contents, an item inspection will be performed. Sampling will be IAW paragraph 6. Empty magazines and warehouses, previously used for storage of ammunition and explosives, will be inspected IAW SB 742-1 and sealed.

i. Inspection of Transportation Equipment. Installation transportation officers are responsible for shipment of ammunition and explosives, and the inspection of transportation equipment IAW established rules and regulations. Specific guidance is provided by AR 55-355 and Department of Transportation regulations. Surveillance personnel will provide support to the transportation officer and perform safety monitoring functions prescribed by AR 702-6, AR 702-12, and DAP 385-64. At AAPs, for which the HQ, IOC Deputy Chief of Staff for Transportation and Traffic Management (AMSIO-TM) performs transportation officer's responsibilities, QASAS

personnel will automatically act in the transportation officer's behalf in regard to subject inspections. On-post vehicles used for transportation of ammunition and explosives to, from, and between storage locations, will be inspected monthly by a surveillance or other qualified inspector (not the vehicle operator). The inspector will use mechanical criteria listed on DD Form 626, Motor Vehicle Inspection. A locally developed form containing the same basic information may be considered as an acceptable substitute. If surveillance organizations do not conduct inspections, they must have access to, or receive copies of, the monthly inspection reports. (Inspections will be recorded.)

j. Inspection of Special Account Materiel. The surveillance program will include all stocks of ammunition and related items in storage. Materiel in a special account, such as the demilitarization account or Resource Recovery and Disposal Account (RRDA), shall be subjected to safety-in-storage inspections as defined in SB 742-1. A review of account records of such stocks shall be made annually to ensure that specified inspections are made.

k. Selection of Foreign Military Sales (FMS)/Security Assistance Program (SAP) Materiel. Unless specified in the materiel release order, no lot will be selected which requires significant expenditure of funds to upgrade prior to notifying the National Inventory Control Point. (Attention should be given to prevent expenditure of funds to upgrade a lot selected via an automated mode when sufficient assets of suitable materiel may be available on location or elsewhere.)

l. Use of Ammunition Gages and Ammunition Peculiar Equipment (APE). Ammunition gages and equipment specifically designed for use during acceptance inspections, or for manufacturing of ammunition items, are authorized for use during normal surveillance inspections. When such equipment is available at AAPs to perform all required inspections and tests, other standard gages and APE are not mandatory for use.

NOTE: Gaging performed during surveillance inspections will require an entry in the DSR.

m. Demilitarization Operations. Personnel assigned ammunition surveillance duties will monitor demilitarization/burning/open detonation demolition operations. Presence of surveillance personnel at open burning/open detonation is required during times when charges are being set, during burn or detonation, and to verify explosives have been completely consumed. This should not be interpreted to mean 8 hours per day continuous coverage. Certified personnel must also be present during disassembly of explosive components when performed as a demilitarization operation. Certified surveillance personnel review of other demilitarization

6 MAY 1996

activities may be on a spot-check basis at a locally established frequency. Qualified safety personnel may also fulfill these verification requirements.

#### 8. Surveillance Records and Reports.

##### a. DA Form 3022-R, Army Depot Surveillance Record (DSR).

(1) A DSR will be initiated for each lot or serial numbered item of ammunition, ammunition components (explosive loaded or inert) and used packing material. In the industrial account, the first action on the item will be reflected. This could be an initial surveillance inspection, condition code change after acceptance, or an administrative action. (If an installation has the capability, computer generated DSRs, using the SDS module, should be used.)

NOTE: Work-in-process materiel will be documented as required by contract or, if applicable, by established local procedures.

(2) A DSR will be initiated for all stored explosive residue, (whether serviceable or unserviceable), received from production lines. Appropriate safety-in-storage inspection cycles will be used.

(3) A DSR for field service stock will be initiated upon acceptance into the FSA.

(4) The results from all investigations, inspections and tests, and a record of unusual and administrative actions affecting the material will be annotated on the DSR to become a permanent part of the technical history of the lot/item.

(5) DSRs will be retained for 2 years (or as required by contract), after the last of the ammunition lot/item has been shipped or expended.

##### b. Suspension Control.

(1) Control of suspended stock is a function of the organization which has responsibility for ammunition surveillance. Responsibilities include:

(a) Maintaining installation's master suspension record.

(b) Ensuring that items which are restricted from handling or movement are not moved, shipped, or handled except as specifically authorized by higher headquarters.

(c) Ensuring proper reporting of suspended stocks.

(2) To preclude unauthorized handling or issue,

suspended stocks in storage should be appropriately identified using DD Form 1575 (Suspended Tag-Material) or DD Form 1575-1 (Suspended Label-Material) or equal as required by MIL-STD-129. In addition to information required on the form, the tag will be stamped or marked in red letters with one of the following remarks, as applicable: "SUSPENDED-ISSUE PROHIBITED" or "SUSPENDED FROM ISSUE, MOVEMENT, AND USE." Lettering should be the largest possible that is compatible with the forms. Forms should be securely attached to the affected lot in storage and to the magazine data card (MDC) to preclude loss during storage operations.

c. Unserviceable Material. Unserviceable field service material will be reported IAW current directives and DA Pamphlet 738-750. Unserviceable, excess, and/or obsolete CAWCF and plant procured material will be reported IAW IOCR 740-1; in a memorandum to Commander, HQ, IOC, ATTN: AMSIO-IOA-I, Rock Island, IL 61299-6000.

9. Distribution of Depot Surveillance Record Cards and Ammunition Data Cards. In accordance with SB 742-1, installations will furnish one copy of the DSR card and Ammunition Data Card to receiving installations for each lot, batch, or group of stocks shipped. If a DSR has not been established at an AAP, that fact will be annotated on the shipping documents.

10. Condition Code Changes. Industrial in-process stocks will be listed in the Standard Depot System (SDS) as condition code "D" prior to acceptance. To upgrade the condition code of these stocks, the use of the Material Inspection and Receiving Report (MIRR), DD Form 250 is considered appropriate authorization for first-time contractual acceptance. After initial DD Form 250 action, any other condition code changes will be done by using a DA Form 4508, Ammunition Transfer Record (ATR), or equivalent accountable document. The ATR, or equivalent accountable document, will be used in the following situations: transferring ammunition from condition code "D" to "A", or other appropriate condition codes as warranted, transferring ammunition from the production line to storage (either vault or warehouse), and transferring ammunition to different locations. Changes will be initiated by, or processed through and concurred in by, the functional element assigned responsibility for ammunition surveillance. The QASAS will review ATRs, or equivalent accountable documents, to include movement of material and condition code changes. Additionally, a log must be established for all ATRs, or equivalent accountable documents, and transactions taking place, showing as a minimum, the following information:

a. National Stock Number/Department of Defense Identification Code.

b. Nomenclature.

6 MAY 1996

- c. Control Number.
- d. Serial/Lot Number.
- e. Condition Code.
- f. Location Code.
- g. Remarks (an audit trail of what took place and why).
- h. Date.

NOTE: Electronic record keeping of the ATR is acceptable if a non-edited "write once record," suitable for maintaining an audit trail, is used.



## Appendix A

## REFERENCES

1. AR 55-355 Defense Traffic Management Regulation
2. AR 335-15 Management Information Control System
3. AR 385-64 Ammunition and Explosives Safety Standard
4. AR 690-950-20 Civilian Career Program for Quality Assurance Specialist (Ammunition Surveillance)
5. AR 700-19 U.S. Army Munitions Reporting System
6. AR 702-6 Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSRP)
7. AR 702-12 Quality Assurance Specialist (Ammunition Surveillance)
8. AR 725-50 Requisition and Issue of Supplies and Equipment
9. Draft AR 740-1 Storage and Supply Activity Operations
10. AR 740-3 Care of Supplies in Storage (COSIS)
11. AMC-R 350-4 Training and Certification Program For Personnel Working on Ammunition Operations
12. AMC-R 385-100 AMC Safety Manual
13. AMC-R 700-107 Preparation of Standing Operating Procedures (SOP) for Ammunition Operations
14. AMC-R 755-8 Authorizing, Accomplishing, and Reporting Demilitarization of Class V Materiel
15. Draft DA Pam 385-64 Ammunition and Explosives Safety Standards
16. DoD 5160.65-M Single Manager for Conventional Ammunition
17. IOC Regulation 740-1 Management of Industrial Stocks
18. IOC Regulation 700-2 Management of Materiel in the Field Service Account (FSA) and the Conventional Ammunition Working Capital Fund Account (CAWCFA)
19. IOC Supplement to DARCOM-R 702-3 Quality of Materiel for Security Assistance Program
20. SB 742-1 Ammunition Surveillance Procedures

6 MAY 1996

21. SB 742-2 Foreign Military Sales, Class V Materiel  
Surveillance Procedures

22. SB 742-1300-94-2 Propellant and Propelling Charges,  
Ammunition Surveillance Procedures

23. MIL STD 129 Military Standard Marking for Shipment and  
Storage

## Appendix B

INSTRUCTIONS FOR AMMUNITION SURVEILLANCE ORGANIZATIONS  
LOCATED AT GOVERNMENT-OWNED, GOVERNMENT-OPERATED INSTALLATIONS  
(Arsenals, Depots, Activities, and other GOGO facilities)

1. This appendix provides ammunition surveillance instructions and information for GOGO installations. Management of the Ammunition Surveillance Program is the responsibility of the Ammunition Surveillance Organization.

2. QASAS assigned to GOGO installations.

a. Will perform functions and duties IAW the appropriate provisions of AR 702-6, AR 702-12, AR 740-1, SB 742-1, this regulation, and other applicable directives.

b. May be assisted by certified military ammunition inspectors and/or civilian wage grade technicians for accomplishment of the Ammunition Surveillance Program.

c. Will accomplish all condition classification and reclassification (condition code assignment) of Class V stocks. To verify correct application of the condition code definitions, it is essential that the QASAS in charge periodically review the condition codes assigned.

d. Will conduct on-site surveillance review of GOCO installations within their area of responsibility. QASAS selected to conduct the review should possess an adequate understanding of contractual obligations. (Procedures and instructions which apply to the review are in Appendix C.)

3. Methodology.

a. Statistical quality control methods will be used as the primary means for evaluating the quality of the supply, production and maintenance operations to determine where emphasis is needed to improve the product or process.

b. Statistical Process Control (SPC) will be implemented in ammunition and ammunition-related operations which are repetitious. SPC can be used in making decisions concerning operations so corrective action can be applied.

4. Planning for Control.

a. Planning for control will be accomplished during transition from the short-range planning activities to the actual receipt, in-storage, maintenance, and issue inspections of materiel. The planning efforts completed by the activities in near term and short/long-range planning, help determine the need for, and placement of, personnel, equipment, skills, and

6 MAY 1996

IOCR 702-2

preparation of SOPs and specific surveillance procedures. Near term is defined as < 91 days; short-range as < 181 days but > 90 days; and long-range as > 180 days.

b. During this phase of the planning process, the ammunition surveillance organization will:

(1) Ensure that these aspects of the program are adequate and available.

(2) Review both the current workload and workload projections, along with quarterly updates, to determine whether quality resource requirements are realistic and properly planned. Situations of the following type will be identified and resource requirements established during short-range planning realigned accordingly:

(a) Known or anticipated change in the volume or type of materiel to be received, stored, or shipped.

(b) Unique conditions requiring special attention at any time during storage.

(c) Projected receipt of materiel that is new to the GOGO installation and requires special attention.

(d) Projected receipt of new items that require additional skills, knowledge, or technical data.

(3) Make appropriate adjustments to estimates previously made relative to manpower, equipment, skills, facilities, technical data, etc., during the activation of elements contained in the workload forecast summary. If there is a need for SOPs or specific surveillance procedures, review to confirm their availability. SOPs or specific instructions will be reviewed for apparent errors and any inconsistencies with surveillance procedure supply bulletins (SBs), Ammunition Stockpile Test Procedures (ASTPs), and Supplemental Ammunition Surveillance Inspection Procedures (SASIPs). Conduct a final review to ensure that current technical data; e.g., TMs, SBs, etc. are available. Surveillance resources will be assigned and monitored closely as materiel is received and prepared for storage or shipment. Adjustments will be made where necessary to meet schedule changes in requirements.

(4) Maintain communications with the Directorate for Ammunition Operations (DAO) or applicable offices, in planning for requirements for the storage activities and participate in finalizing surveillance man hours, skills, and other resource requirements. These requirements will be timed so they are completed prior to commencing actions in ammunition operations. A final review by the ammunition surveillance organization will be made for the purpose of continuity and to ensure proper phasing to match ammunition operations.

(5) Periodically, evaluate training needs of assigned personnel including QASAS interns both as new workloads are introduced and for ongoing operations. In addition, the supervisor will plan for:

(a) Providing newly assigned QA personnel (non-QASAS interns) with local training in job orientation, safety, SOPs, and basic work principles. Personnel occupying positions which require certification will be scheduled for formal training, as necessary, at the earliest possible date.

(b) Requisitioning new equipment training programs for personnel when state-of-the-art expertise is essential for the performance of inspection of new materiel entering the inventory.

(6) Ensure that action is taken to contact the appropriate major subordinate command (MSC) or its National Maintenance Point (NMP) for technical instructions and guidance pertaining to ammunition projects and missions. AMSIO-IOA-A will be included as an information addressee on such correspondence. A copy of guidance received from the MSC will be forwarded to AMSIO-IOA-A if that office is not included as an addressee.

(7) Route correspondence requesting policy or regulatory guidance from an MSC, major Army command, or other Department of Defense (DoD) service element through AMSIO-IOA-A. A copy of any policy or regulatory correspondence received as a result of those inquiries will be forwarded to AMSIO-IOA-A if that office is not an addressee.

(8) Prepare new SOPs or change existing procedures to meet new or revised requirements within the ammunition surveillance inspection program.

5. Surveillance of Ammunitions Operations. The following subparagraphs provide additional guidance for administering the Ammunition Surveillance Program at IOC GOGO installations.

a. The ammunition surveillance organization, as well as other organizations, has the responsibility for evaluating all ammunition operations (conventional, guided missile, special weapons, and toxic chemicals) at each IOC GOGO installation. Evaluation of these operations is accomplished by the QASAS for compliance with requirements pertaining to ammunition surveillance, explosive safety, written procedures, and other technical directives. This assigned responsibility does not abrogate the responsibility for each supervisor to constantly monitor the quality of operations and correct deficiencies where noted, nor does it negate the requirements for periodic safety inspections by safety personnel.

6 MAY 1996

b. All process deviations observed by an ammunition surveillance representative will be recorded and reported IAW procedural guidance in paragraph 11 of this appendix.

c. The QASAS in charge will:

(1) Establish written procedures (SOPs) or specific administrative procedures that comply with instructions provided in paragraphs 4 and 11 of this appendix to monitor ammunition and explosive operations. These procedures will also contain instructions for reporting operating hazards, quality deficiencies, and noncompliances with written procedures and technical requirements (including explosive safety).

(2) Maintain a register of all process deviations reported for control purposes as stated in Appendix B, paragraph 11 of this appendix.

#### 6. Inspection of Storage Facilities and Areas.

a. General.

(1) The ammunition site planograph, SDS inquiry IAF1G3, will be used by ammunition surveillance during inspection of storage facilities. The site planograph contains data crucial to the performance of quality magazine inspections and will be used in the performance of these inspections.

(2) A permanent IAF1G3 deck for all storage locations will be developed and maintained to preclude repetitive work. Storage structures containing surety materiel are exempt from this requirement.

(3) All phases of the magazine inspection will be conducted by a QASAS, a qualified surveillance inspector under QASAS supervision, or an individual certified IAW AMC-R 350-4 under the technical direction of a QASAS supervisor.

b. QASAS will inspect storage facilities and areas IAW SB 742-1 and the following:

(1) The QASAS performing the inspection will certify for each magazine inspected that all discrepancies were properly documented and reported to the appropriate depot organization for corrective action.

(2) Accomplish certification by annotating either the planograph or magazine inspection report.

(3) Prior to starting the day's work schedule, identify for inspection, all lots requiring a Safety-In-Storage (SIS) inspection that may be performed in the storage location. (Determine if the status of material assigned condition codes D, J, K, or L has changed, or that an SIS inspection is required.)

(4) An entry will be made in the DSR whenever the SIS inspection reveals significant findings.

(5) Verify that stored lots of CC-J and CC-N ammunition have been identified by application of proper materiel condition tags, DD Form 1575, (see paragraph 8b). Each lot that is not tagged will be recorded and the listing will be forwarded to applicable surveillance element for appropriate actions.

(6) Schedule reinspection for locations where potentially serious conditions have been documented to verify they have been corrected.

(7) It is essential that all repeated/uncorrected discrepancies be identified in the magazine inspection report so that corrective action may be implemented by the responsible organization and to ensure there is no further degradation of the quality of the magazine.

NOTE: An ADP Magazine Inspection Database should be used if the capability exists.

(8) Seal empty magazines which are removed from the existing magazine inspection cycle with a numbered seal (or its equivalent) IAW SB 742-1. In addition, record seal numbers, dates applied to empty magazines, and tentative date of next inspection (DNIN). This information will be made part of the magazine inspection report and updated during each subsequent magazine inspection cycle.

NOTE: Empty magazines and certain designated magazines will be inspected IAW current IOC directives.

(9) Magazine inspection discrepancies will not be reported on an Ammunition Process Improvement Report (APIR). The Magazine Inspection Report is the proper medium for reporting and recording magazine inspection discrepancies. A copy will be provided to the installation safety officer.

7. Security Assistance Program. To demonstrate positive and responsive action to the customer, the following procedures pertaining to Foreign Military Sales (FMS), in addition to SB 742-2, will apply:

a. The QASAS in charge will be the SAP coordinator for Class V materiel.

b. The QASAS in charge or his/her designated representative will review the DSR card, inspection report, and Shipment Planning Worksheet (SPW) prior to release of materiel for shipment.

c. Only journeyperson QASAS (and above) will perform SAP

6 MAY 1996

IOCR 702-2

inspections and will assure that the branch chief and QASAS in charge have an opportunity to review the materiel prior to repacking for return to storage. QASAS interns may assist a journey person QASAS in performing SAP inspections. Any discrepancy or questionable defect will be brought to the attention of the QASAS in charge.

d. The ammunition surveillance organization will comply with all regulations pertaining to SAP shipments. Cost saving actions will not be taken at the expense of violating a SAP regulation.

8. Interservice Support Agreement and Special Accounts. Support agreements for munitions not covered by a service directed surveillance program will include inspection procedures, method of funding, and other quality provisions as applicable.

9. Surveillance Equipment. The equipment required in ammunition surveillance operations will be on hand, properly stored, maintained, and used. The QASAS in charge is responsible for monitoring the serviceability of the equipment to assure an adequate equipment program.

a. Tools and Gages. A program will be in place to assure the proper tools and gages required for ammunition operations are available, used and properly inspected, maintained, and certified or calibrated. Tool and gage inspection and certification and/or calibration requirements are set forth by AR 750-26, TB 750-25, and TB 43-180.

b. Initiate and maintain an Ammunition Peculiar Equipment (APE) program IAW AR 700-20, DA PAM 738-750, and TM 43-0001-47.

10. Ammunition Safety.

a. Ammunition surveillance organizations at GOGO installations will monitor all ammunition and explosive operations and will ensure compliance with established safety rules and regulations. All explosive safety matters will be closely coordinated with the Safety office and reported IAW Appendix B, paragraph 11. Requests for waivers, exemptions, or authorization for explosive safety violations will comply with the requirements of AR 740-1, AR 385-64, AMC-R 385-100, other applicable directives, and will be processed by the installation safety organization.

b. Typical ammunition operations, monitoring frequency, and personnel qualifications required to conduct surveillance evaluations of ammunition and explosive operations are as shown in Table 1 below.



Table 1

<u>Typical Operation</u>	<u>Recommended Monitoring Frequency per Shift</u>	
	QASAS WG-6501 Surveillance Inspector (or equivalent)	
1. <u>Storage:</u>		
a. Prep for Shipment.	2	
b. Storage of Receipt.	2	
c. Shipping.	*	
d. Rewarehousing.	2	
2. <u>Maintenance:</u>		
a. Field Operations.	*	As required to assist QASAS.
b. Maint Operations.	*	As required to assist QASAS.
c. Renovation.	**	As required to assist QASAS.
d. Production Lines.	*	As required to assist QASAS.
3. <u>Demilitarization:</u>		
a. Breakdown of Assembly.	***	***
b. Burning Operation.	***	***
c. Demolition Operation.	***	***

NOTE: The QASAS assigned to evaluate ammunition operations will be a journeyman or higher grade. A QASAS supervisor will review ongoing ammunition operations at least once each week.

\* When necessary, a QASAS will be assigned full time. If a QASAS is not available, a Wage Grade (WG), or equivalent inspector may be used. However, it is essential that a QASAS periodically evaluates the quality level of the operation and its process. This does not include the normal review conducted by supervisory personnel. Wage Grade (or equivalent) personnel may supplement, but not replace a QASAS. The QASAS maintains responsibility for all phases of the Ammunition Surveillance program.

\*\* A QASAS may be assigned full time in addition to assignment of WG Surveillance Inspectors on extensive renovation programs.

\*\*\* As required, refer to paragraph 7m.

6 MAY 1996

IOCR 702-2

11. Management Reporting. The following are minimum quality requirements for conducting surveillance monitoring of ammunition operations, reporting and recording quality and safety deficiencies, performing "follow up" actions, assigning qualified personnel for conducting monitoring inspections, and identifying typical ammunition operations requiring surveillance monitoring:

a. A register will be established by each surveillance office (as a minimum, one register for each installation) for the purpose of controlling the APIRs submitted to the operating element requiring corrective actions, "follow up" actions, and as a means of identifying outstanding APIRs. The register will be a source document for the periodic report provided to the installation commander. (The commander should receive copies of all APIRs and resulting correspondence. The register, if sufficiently detailed, may serve as the report to the commander). The APIRs will serve as the source documents for the register. The register will be retained until no longer required for current operations, but for 2 years as a minimum. APIRs will be maintained until all actions have been closed out and the installation commander has had the opportunity to review them as part of the periodic evaluation presentation. APIRs may be charted to illustrate process.

b. The SDS Form 1139-R will be used to report all quality and safety deficiencies observed during ammunition and explosive operations. A copy of explosives safety deficiencies will be provided to the local safety office (including a copy of all final reports). The SDS Form 1139-R will be used as a detailed "follow up" report where unsafe operations are stopped and a verbal notification has been made (see para 1-5, AMC-R 385-100).

c. All process deviations will be recorded and reported without regard of the severity of the observed deviation.

d. Processing of the APIR by categories will be as follows:

(1) All APIRs will be processed in a timely manner. The number of days required for reply to APIR will be determined locally and annotated in block 5 of the APIR. The amount of time required for the corrective action will be determined by mutual agreement between surveillance and operations. The first line supervisor, who is affected by an APIR, should annotate block 3 of the APIR. This annotation denotes neither concurrence nor non-concurrence with the observation.

(2) In instances where unsafe operations have been stopped, the specific verbal notification procedures will be determined locally; the "follow up" APIR reporting will follow the same routing procedures as for the verbal notification.

(3) On-the-spot corrective action may be made and will be annotated on the APIR. These actions will be considered as interim closeout actions on the APIR. If a review is required, it will be accomplished in a timely manner by all offices concerned. The review of an on-the-spot corrective action takes no more than 5 working days. After 5 working days, the on-the-spot corrective action is assumed to have been carefully reviewed by all cognizant offices and approved without specific comment.

(4) Though not required, individual APIRs may be brought to the immediate attention of the installation commander when, in the judgment of the QASAS in charge, such attention is warranted.

e. The APIRs will be evaluated periodically (at least quarterly) to determine whether quality trends are developing that require any safety problem areas requiring immediate attention. The results of all evaluations will be used to inform the commander of corrective actions required by the operating element to improve efficiency and safety of operations. Additionally, the evaluation report may be used as a motivational instrument and as a means to identify additional training requirements. Emerging trends should be brought to the commander's attention at the earliest possible time. The QASAS in charge will use his or her best judgment in bringing individual APIRs to the commander's attention in a timely fashion.

f. All safety-related APIRs will be routed through the local safety office before and after corrective actions have been taken. Concurrence of the chief of the local safety office is required for closeout of safety-related APIRs. The office of record for all APIRs will be the office that maintains the register.

12. Analysis of Quality Data. A thorough review and analysis of available quality data will be performed routinely. Results of product inspections, operations inspections, facilities inspections, customer feedback, and data from the evaluation of APIRs outlined in Appendix B, paragraph 11, will be used for the analysis. Daily and weekly analysis will be made to portray the extent, location, and reasons for problems which impact the quality of the product. Consideration should be given to apply concepts of Total Quality Management (Total Army Quality) to the review and analysis of quality data or to certify an operation.

a. The goal of the quality data analysis will be assurance that adequate corrective actions are being taken to eliminate the root cause of the problems, to improve readiness, to assure operational safety, and to increase productivity. The analyzed data will be used to identify:

6 MAY 1996

(1) Operations generating excessive deficiencies or discrepancies, as well as employees requiring training and closer supervision.

(2) Ammunition programs which are performed at a poor quality level for reasons such as inadequate or incorrect technical data, lack of proper staffing, and outmoded or defective equipment.

(3) Major or minor deficiencies which are continuously discovered in one or more operations and constitute a significant part of rework cost.

(4) Trends in ammunition degradation due to local conditions.

(5) Procedures that need to be corrected in order to produce products more efficiently and safely.

b. Ammunition surveillance managers and supervisors will meet with ammunition operations managers to notify them of review and findings of the data analysis and will assist in determining if additional "follow up" corrective action needs to be implemented. This cooperative review is a key part of the prevention-oriented systems approach to product assurance wherein recurring defects and deficiencies and systemic problems impacting the quality of the product and efficient production are identified and actions to preclude recurrence are initiated.

### 13. QASAS Intern On-The-Job Training (OJT).

a. QASAS intern utilization during OJT at IOC GOGO installations will be as follows:

(1) The QASAS in charge will develop an initial training schedule to assure rotation of each QASAS intern between all activities or operations of the ammunition surveillance organization. This schedule will be divided into at least three phases:

(a) Phase 1: QASAS interns will be under direct control and supervision of a QASAS journeyman or higher grade.

(b) Phase 2: QASAS interns will be assigned more responsibility but will continue to have their work closely monitored by a QASAS journeyman or higher grade.

(c) Phase 3: QASAS interns will be provided the opportunity to work independently; however, completed work will be reviewed and approved by a QASAS journeyman or higher grade.

(2) The length of each phase will be determined by the QASAS in charge based on the abilities and training requirements of each individual QASAS intern.

(3) Once a QASAS intern has been assigned a particular task and has demonstrated knowledge, skills, and abilities to perform that task, the QASAS in charge may certify that the intern has completed the required training (for that task). When a QASAS intern is assigned to accomplish a specific task for which he or she has been certified (qualified), and will not be directly supervised by a QASAS journeyman; e.g., during phase 2 training, a QASAS journeyman will be assigned to closely monitor all aspects of the intern's work.

(4) A QASAS intern will not be assigned to perform tasks involving; demilitarization, demolition, certification of trucks and railcars, or be the sole verification authority for maintenance lines, chemical surety, or surveillance function/trace test operations unless specifically certified, in writing, to accomplish the aforementioned task. Constant and direct supervision by a QASAS journeyman or higher grade is required.

(5) In the event conditions are discovered that require a condition code change, the QASAS intern may initiate such changes; however, all changes will be verified by a QASAS journeyman or higher grade. The final condition code assignment will be approved by a supervisory QASAS.

(6) The QASAS intern may initiate and sign inspection reports, APIRs, and DSRs. All completed reports will be reviewed by the immediate supervisor prior to final submission.

b. The QASAS in charge will maintain a complete audit trail of a QASAS intern's training to assure training is complete and that no QASAS intern has been assigned to perform a task without adequate training, supervision, or monitoring.

c. Because of special certification requirements associated with special weapons, the instructions delineated above do not apply to QASAS interns assigned to a nuclear weapons operation.

6 MAY 1996

## Appendix C

INSTRUCTIONS FOR AMMUNITION SURVEILLANCE ORGANIZATIONS  
LOCATED AT GOVERNMENT-OWNED, CONTRACTOR-OPERATED,  
INSTALLATIONS (GOCO) (AAPs AND OTHER GOCO FACILITIES)

1. This appendix provides ammunition surveillance instructions and information pertaining to GOCO installations.

2. QASAS assigned to GOCO Installations Will:

a. Perform functions identified as Government responsibilities and evaluate contractor performance of surveillance IAW paragraph 3 below. QASAS are assigned to individual plants (home station), but may be responsible for other installations. Appendix E lists installation groupings.

b. Conduct on-site review of assigned installations (including home station). These reviews will be performed:

(1) Monthly (active installation).

(2) \*Quarterly or semiannually (if justified by low rate of deficiencies).

(3) \*As required (inactive installation).

(4) \*As required (workload driven).

NOTE: \* To reduce review frequency, (2), (3), or (4), a written request must be submitted to the Ammunition Production and Logistics Division, Ammunition Surveillance Branch (AMSIO-IOA-A). AMSIO-IOA-A will coordinate with the commander of the assigned installation before approving any reduction of frequency. After the frequency reduction has been approved by AMSIO-IOA-A, the request must be resubmitted every 3 years for reevaluation. Regardless of the review frequency, on-site presence of a QASAS is necessary to ensure compliance with the requirements of paragraph 3 in this appendix.

c. Reviews contracts for adequacy of ammunition surveillance requirements; includes contracts for installations subordinate to the home station.

d. Prepare SOPs for evaluation of contractor performance involving all operations identified in paragraph 3 of this appendix, plus other inspection functions which are performed solely by the QASAS.

e. Review contractor's written SOPs for operations identified in paragraph 3 of this appendix, and other non-production contractually required operations conducted by the contractor surveillance organization.

f. Conduct special inspections to ascertain true conditions when there is reason to suspect that stored components or finished items are not assigned proper condition codes. Coordinate these inspections with appropriate organization(s) on station.

g. Perform SAP (FMS) quality checks inspections for materiel suitability prior to shipment to foreign governments. Quality standards in SB 742-2 and IOC Supplement to DARCOM-R 702-3. Where feasible, and when the supply requirement is known in advance, SAP inspections should be performed concurrently with the production process to preclude unpack, repack, and excessive handling. QASAS will also conduct inspections on ammunition dedicated to Prepositioned Ship (PREPO) and Maritime Prepositioned Ship (MPS) shipments.

### 3. Evaluating Contractor Performance.

a. Ammunition Surveillance is defined as a variety of functions relating to ammunition logistics management. (Refer to Glossary, paragraph 2a.)

b. The QASAS will provide an evaluation of the contractor's performance of surveillance inspections and support. Criteria will be as provided in Award Fee Contract or as outlined in paragraph 3e below. A report shall be provided to the installation commander not less than semi-annually. RCS exempt: AR 335-15, paragraph 5-2e(6). A copy will be provided to AMSIO-IOA-A. A semi-annual report will be a compilation of reviews required in this appendix, paragraph 2b.

c. Report(s) of contractor deficiency DD Form 1715 (Quality Deficiency Record) will be submitted for signature, to the commander/COR/ACO prior to forwarding to the contractor for correction and IOC response. Whenever the application or the procedures are determined to be inadequate, the contractor will be advised, in writing, and requested to take corrective action. Follow-up action will be accomplished as necessary.

d. The QASAS will assure that the contractor is aware of all checkpoints to be included in the government evaluation. The QASAS must assure that the contractor's procedures include inspections that comply with all pertinent contractual, regulatory, and technical requirements.

e. Both AMSIO-IOA-A and the COR/ACO will determine compliance and implementation of the surveillance program using following indicators:

(1) Administration and adequacy of contractor's surveillance plan.

(2) Proper processing of shipping documents.

6 MAY 1996

(3) Lot stock status is current and available for Government use.

(4) Copies of inspection/work schedules are available from the contractor prior to commencing inspection of: inert items, buildings, magazines and warehouses, ammunition and components, and rail and carrier vehicles.

(5) Inspection results are available to the COR/ACO.

(6) Deficiencies are corrected within a reasonable time after detection.

(7) Non-conforming materiel is properly controlled.

(8) Non-conforming materiel is promptly reported.

(9) Technical data is available and used.

(10) Correct sample size is selected and used.

(11) All appropriate characteristics are inspected.

(12) Inspection equipment is available and used properly.

(13) Condition codes are properly assigned.

(14) All defects in samples are identified and properly recorded.

(15) Technical history is maintained for each lot on DA Form 3022-R.

(16) Defects, (this sub-paragraph contains 5 indicators) which are noted by the COR/ACO, but have not been reported by contractor during inspections, for the following:

(a) Ammunition and component inspection.

(b) Railcar and carrier vehicle inspection.

(c) Initiation, completion, adequacy, and timeliness of DSRs.

(d) Magazine inspection.

(e) Disposal actions.

(17) Worldwide Ammunition Reporting System (AR 700-22) is current and updated as required.

(18) Contractor's suspension/restriction procedure and log is adequate.



(19) Preparation and maintenance of, and conformance to, SOP requirements.

(20) Ammunition Information Notice (AIN) file is complete.

(21) ACRs properly completed, logged, and files are maintained.

f. Evaluation Instructions.

(1) Magazine Inspection. Conduct a verification type inspection. The basis for the inspection will be detection of defects which are not reported by the contractor. The sample size will be at least 15 percent of those reported by the contractor to be free of defects, and 15 percent (but not less than one magazine) of those reported with defects.

(2) Railcar and Carrier Vehicle Inspections. At installations with assigned transportation officers, QASAS will monitor a percentage of contractor performed equipment inspections at a rate determined by the transportation officer, (not less than 15 percent). When transportation officer functions are performed by the HQ, IOC, AMSIO-TM, QASAS will monitor the contractor's inspections at a rate of not less than 15 percent. Through monitoring, it is determined if compliance with AR 55-355, DAP 385-64, Department of Transportation regulations, and technical data including blocking and bracing drawings, is adequate. Deficiencies which are undetected by the contractor will be presented by formal report as follows (RCS exempt: AR 335-15, paragraph 5-2c(3)):

(a) For installations with COR/ACO assigned transportation officers, discrepancy reports will be routed through the transportation officer to the Commander/COR/ACO for submission to the contractor. If there is an immediate need for attention, the transportation officer will be advised of the nature of the discrepancy and will be responsible for initiating corrective action. Decision making authority may be delegated to the QASAS by the transportation officer, as determined locally.

(b) At installations for which AMSIO-TM performs transportation officer functions, deficiencies detected by the QASAS, but undetected by contractor personnel, will be presented by formal report to the Commander/COR for submission to the contractor. A copy of the report will be furnished to Commander, IOC, ATTN: AMSIO-TM. However, if resources are needed immediately, on-the-spot corrections will be made.

(3) Inspection of Ammunition and Components. To evaluate the contractor's performance of inspections, the QASAS

6 MAY 1996

IOCR 7002-2

will monitor 15 percent of the inspections in process. The QASAS will check that:

(a) Technical data (drawings, specifications, local SOP(s), and Ammunition Data Cards) is available and used.

(b) The correct sample size is used.

(c) Contractor personnel detect and record all sample defects.

(d) Correct tools, gages, equipment, etc., are available and used.

(e) Personnel comply with safety and security regulations, and procedures.

(f) Condition codes are applied correctly.

(g) Other areas, which are locally determined to be necessary, are added.

(4) Records, Reports, and Administration. The QASAS will check that:

(a) DSR cards are initiated in a timely manner and contain all required information. Comments must accurately and adequately describe the condition of the item. The evaluation will include a review of the performance of the inspection, as well as adherence to inspection schedules.

(b) Appropriate action is accomplished on suspensions and restrictions promulgated by TB 9-1300-385 and instructions from other services. Ensure that related condition code change information is provided to contractor activities which are responsible for inventory control, and that the DSR cards reflect that information. Ensure higher headquarters is informed as required.

(c) Lot number listings furnished to the QASAS to facilitate evaluation of contractor performance, are timely, accurate, and that all information has been reported.

(d) Requests for material disposition instructions are timely, information is accurate and properly prepared in all required instances. A log/register is maintained and follow-up actions are accomplished.

(e) SOPs are available and adequate for contractor inspection operations.

(f) Electrical continuity/grounding tests have been accomplished, and lightning protection systems are adequate.

06 MAY 1996

IOCR 702-2

Records must reveal that inspections required by DAP 385-64 have been accomplished and that corrective actions have been taken.

(g) Other areas which are locally determined to be necessary are added.

(5) Sampling - Monitoring and Verification. When contractor performance has been locally evaluated to be excellent, or has been certified IAW CP(2), sampling may be reduced to 10 percent in any or all of the preceding areas. When performance is rated submarginal, marginal, or performance has been rescinded, sampling will be increased to 20 percent or more. (The contractor will be apprised of the tightened inspection requirements.) The necessity for increased monitoring is normally indicative of a need for a more thorough and conscientious inspection effort to be pursued by the contractor. If this is the situation, the contractor must be apprised of the circumstance(s) and directed to improve performance.

g. The monthly review by QASAS (Appendix C, paragraph 2b), of the Contractor Surveillance Program, is based on a 100 point rating system. Each of 25 listed indicators in Appendix C, paragraph 3e, is equally weighted and is worth a maximum of four points. If there are less than 25 available indicators, divide 100 by the applicable quantity to obtain a weighted individual value. An adjective rating will be assigned based on total points accrued.

Adjective Ratings:

SUBMARGINAL	MARGINAL	GOOD	VERY GOOD	EXCELLENT
0-60	61-70	71-80	81-90	91-100

4. Inspection Schedules and Records.

a. Before starting any work, the contractor will provide the QASAS with copies of inspection/work schedules and related documents\* for activities performed under the requirements of this regulation.

NOTE: \* Whenever possible, schedules, etc., should be made available 1 week in advance of scheduled activity.

b. The contractor will have copies of inspection records available for the QASAS to examine. This will include, but is not limited to, magazine inspection reports, lightning protection test results, DSRs, and DD Forms 626.

c. Stock status of components and finished items (paragraph 5c) will be available for QASAS examination. Stock status data will include NSN or drawing number, (as applicable), lot number, condition code, date of receipt (for components), date of

6 MAY 1996

manufacture (for locally produced items), and any other data as locally deemed necessary to effectively evaluate contractor performance. A stock status report reflecting above data will be furnished, on request, to: Commander, IOC, ATTN: AMSIO-IOA-A. RCS exempt: AR 335-15, paragraph 5-2i.

## Appendix D

AMMUNITION SURVEILLANCE FUNCTIONAL RESPONSIBILITIES  
AND STAFFING (GOCO)

1. Organization: The ASRP includes physical inspection and condition classification of all ammunition items of issue and related materiel in storage. Administratively, the management of this function is an integral part of the Government quality effort. At AAPs, the supervisor of the quality element may be a QASAS (Career Program 20) but may also be a Quality Assurance Specialist, Ammunition (Program 15). Should the latter be the case, supervisory function should be for administrative purposes only.

a. The functional supervisor of the quality element will ensure:

- (1) Adequate QASAS staffing.
- (2) Planning and scheduling the program on the basis of installation policy, available funds, basic objectives, and the like.
- (3) Determination of project priorities on a managerial and policy basis rather than on a detailed understanding of the technical phases and operating procedures of the work.
- (4) Review of QASAS work from a progress or policy (or other similar program) point of view. The question of technical adequacy or accuracy of work performed is not of concern in this type of function.
- (5) Completion of QASAS performance appraisals by the appropriate official. This should be the Commander, Executive Officer, or Civilian Executive Assistant.
- (6) Direct QASAS access to the commander on explosive safety and ammunition surveillance matters.

b. The senior QASAS assigned shall:

- (1) Serve as the functional focal point for the Ammunition Surveillance Program.
- (2) Provide technical direction in reference to the Ammunition Surveillance Program.
- (3) Submit Ammunition Surveillance reports to higher headquarters.
- (4) Evaluate contractor performance of Ammunition Surveillance Program requirements (GOCO operations only).

6 MAY 1996

NOTE: Where two QASAS of same grade are assigned, one should be designated as "Lead." However, this should be for administrative purposes only as responsibilities of both are interchangeable and co-lateral.

2. Staffing: The QASAS Career Program is administered on a centralized basis by the Ammunition Civilian Career Management Office, U.S. Army Defense Ammunition Center and School, Savanna, IL. The Career Program functions through a mandatory rotation, directed placement system. Details concerning the QASAS Career program are contained in AR 690-950-20.

a. At facilities with Government-operated surveillance programs, the hiring installation determines QASAS requirements, supervises, rates, and appraises assigned QASAS. Technical direction is provided by AR 740-1, AR 702-6, SB 742-1, and this regulation. Personnel spaces for QASAS will be based upon the workload represented by required surveillance inspections. Workload is computed as follows:

(1) Field Service Stock: Number of lots on hand divided by the inspection interval stated in SB 742-1 equals the yearly average workload.

(2) Industrial Stock: Number of lots on hand divided by the inspection workload provided by this regulation equals the yearly average workload.

(3) Magazine Inspection: Number of magazines multiplied by 1.7 (7 month inspection cycle) equals annual workload.

(4) Transportation Inspections:

(a) Outgoing: Number of transportation units multiplied by two (inspection required before and after loading) equals workload.

(b) Incoming: Number of transportation units (inspection required prior to entry onto the installation) equals workload.

(5) Area and Demil Inspections: Number of hours required to adequately monitor area and demil operations for safety and compliance with local SOP. Monitoring of demil will include inspection of residue and certification of demil IAW procedures in SB 742-1 and this regulation.

(6) Manhours required for individual activities are best computed from installation history.

b. At GOCO installations, impact of the individual contract on required manhours must be considered. QASAS review is

required on a minimum of 15 +/- 5 percent of contractor performed operations under the purview of this regulation. Total QASAS workload must also consider elements such as:

(1) Temporary duty to other plants served by the home station QASAS.

(2) Estimated manhours required for inspections performed personally by the QASAS such as FSA (as applicable), FMS, and PREPO/MPS shipments.

(3) Administrative requirements such as evaluation of contractor performance, SOP reviews, etc.

(4) Leave and training.

c. When QASAS are "detailed" to additional assignments, the time expended to perform these assignments must be included in calculating the workload so that accurate manpower requirements are determined.

3. Responsibility of the Contractor: At GOCO installations specific contract clauses shall be included for the Ammunition Surveillance Program requirements. The following tables provide typical responsibilities for various phases and elements.

NOTE: Responsibilities may be modified by contractual requirements.

TABLE D-1

INSPECTION OF MATERIEL IN STORAGE

DESCRIPTION OF FUNCTION	FIELD SERVICE RESPONSIBILITY		INDUSTRIAL STOCK RESPONSIBILITY	
	<u>GOVT</u>	<u>CONT'R</u>	<u>GOVT</u>	<u>CONT'R</u>
1. Schedule.	X			X
2. Select samples.	X			X
3. Transport samples as required.		X		X
4. Prepare (unpack, etc.) samples.		X		X
5. Inspect.	X	X*		X
6. Prepare reports(s), assign condition code.	X	X*		X
7. Prepare samples for storage (repack).		X		X

6 MAY 1996

TABLE D-1 - Continued

DESCRIPTION OF FUNCTION	FIELD SERVICE RESPONSIBILITY		INDUSTRIAL STOCK RESPONSIBILITY	
	<u>GOVT</u>	<u>CONT'R</u>	<u>GOVT</u>	<u>CONT'R</u>
8. Return samples to storage.		X		X
9. Perform Safety in Storage inspection.	X	X	X	X
10. Evaluate above contractor work IAW Appendix C, paragraph 3 for:				
a. Use of proper criteria.	X		X	
b. Proper application of criteria.	X		X	
c. Condition code changes.	X		X	

\* The contract may provide contractor surveillance personnel with the responsibility to inspect field service stock and/or to assist the COR staff QASAS during his/her inspection of field service stock.

TABLE D-2

### INSPECTION OF MAGAZINES, WAREHOUSES AND AMMUNITION STORAGE SITES

DESCRIPTION OF FUNCTION	FIELD SERVICE AND INDUSTRIAL STOCK RESPONSIBILITY	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
1. Schedule.		X
2. Obtain planograph (or equivalent).		X
3. Review planograph for:		
a. Item compatibility.		X
b. Net explosive weight.		X
4. Using check list provided by SB 742-1, inspect magazine/ warehouse for:		
a. Compliance with storage drawings.		X



TABLE D-2 - Continued

INSPECTION OF MAGAZINES, WAREHOUSES, AND AMMUNITION  
STORAGE SITES

<u>DESCRIPTION OF FUNCTION</u>	<u>FIELD SERVICE AND INDUSTRIAL STOCK RESPONSIBILITY</u>	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
b. Accuracy of planograph.		X
c. Structural deficiencies.		X
d. Unsafe storage practices and procedures.		X
5. Inspect and test lightning protection system.		X
6. Prepare and distribute report of discrepancies.		X
7. Ensure adequate corrective action.		X
8. Evaluate above contractor work IAW Appendix C, paragraph 3 for:		
a. Use of proper criteria.	X	
b. Proper application of criteria.	X	
c. Adequacy of corrective action.	X	
d. Promptness of report submission.	X	

TABLE D-3

## INSPECTION OF OUTGOING AMMUNITION SHIPMENTS

<u>DESCRIPTION OF FUNCTION</u>	<u>FIELD SERVICE RESPONSIBILITY</u>		<u>INDUSTRIAL STOCK RESPONSIBILITY</u>	
	<u>GOVT</u>	<u>CONT'R</u>	<u>GOVT</u>	<u>CONT'R</u>
1. Review shipping documents for:				
a. Suitability of selected lot. (See NOTE below)	X	X*		X*

6 MAY 1996

TABLE D-3 - Continued

## INSPECTION OF OUTGOING AMMUNITION SHIPMENTS

DESCRIPTION OF FUNCTION	FIELD SERVICE RESPONSIBILITY		INDUSTRIAL STOCK RESPONSIBILITY	
	<u>GOVT</u>	<u>CONT'R</u>	<u>GOVT</u>	<u>CONT'R</u>
b. Correct item identity.	X	X*		X*
c. Correct Department of Transportation nomenclature.	X	X*		X*
2. Determine requirements for functional clearance (FMS, PREPO, Overhead Fire).	X			X
3. Obtain functional clearance.	X	X*	X	X*
4. Inspect conveyance. (DD Form 626 used for motor vehicles.)		X		X
5. Report unacceptable conveyances.		X		X
6. Inspect loading operation for:				
a. Correct materiel.		X		X
b. Proper loading techniques.		X		X
c. Safety in handling.		X		X
d. Compliance with out-loading requirements.		X		X
7. Perform final inspection of shipment/properly secure conveyance. (DD Form 626 used for motor vehicles.)		X		X
8. Report operational deficiencies.	X			X
9. Evaluate above contractor work IAW Appendix C, paragraph 3 for:				

TABLE D-3 - Continued

## INSPECTION OF OUTGOING AMMUNITION SHIPMENTS

<u>DESCRIPTION OF FUNCTION</u>	<u>FIELD SERVICE RESPONSIBILITY</u>		<u>INDUSTRIAL STOCK RESPONSIBILITY</u>	
	<u>GOVT</u>	<u>CONT'R</u>	<u>GOVT</u>	<u>CONT'R</u>
a. Use of proper criteria.	X			X
b. Proper application of criteria.	X			X
c. Proper reporting of deficiencies.	X			X
d. Adequate corrective action on deficiencies.	X			X

\* Contractor surveillance personnel will perform duties to extent directed by the COR staff QASAS. QASAS will ensure that contractor compliance with clearance procedures is thorough.

NOTE: Ensure oldest lots are selected when being used for training; i.e., first in, first out principle. Determine whether non-Condition Code A lots are available/suitable for use in training.

TABLE D-4

## INSPECTION OF INCOMING AMMUNITION SHIPMENTS

<u>DESCRIPTION OF FUNCTION</u>	<u>RESPONSIBILITY</u>	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
1. Inspect incoming conveyance for:		
a. Safety aspects of equipment. (DD Form 626)		X
b. Evidence of tampering or sabotage.		X
c. Evidence of damage in transit.		X
d. Improper blocking and bracing.		X
2. Inspect receiving operations for:		
a. Unsafe operating practices.		X
b. Compatibility and explosive Safety.		X

6 MAY 1996

TABLE D-4 - Continued

## INSPECTION OF INCOMING AMMUNITION SHIPMENTS

<u>DESCRIPTION OF FUNCTION</u>	<u>RESPONSIBILITY</u>	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
3. Prepare reports of deficiencies.		X
4. Assign appropriate condition code.	X	X
5. Submit reports of deficiencies.	X	X*
6. Monitor above contractor work IAW Appendix C, paragraph 3 for:		
a. Use of proper criteria.	X	
b. Proper application of criteria.	X	
c. Adequate corrective action on deficiencies.	X	

\* May be a contractor surveillance function at some installations.

TABLE D-5

## ADMINISTRATION

<u>DESCRIPTION OF FUNCTION</u>	<u>FIELD SERVICE AND INDUSTRIAL STOCKS RESPONSIBILITY</u>	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
1. Maintain lot listing of stocks in storage.		X
2. Prepare and maintain ammunition data cards.		X
3. Prepare reports (includes ACRs - maintain log).		X
4. Submit reports.	X	X*
5. Prepare and maintain DSR, DA Form 3022-R.		X
6. Prepare SOPs.		X
7. Review/approve contractor operational SOPs (non-production only).	X	
8. Receive all suspensions, restrictions and Ammunition Information Notices. Verify receipt of preceding message.	X	X**

TABLE D-5 - Continued

## ADMINISTRATION

DESCRIPTION OF FUNCTION	FIELD SERVICE AND INDUSTRIAL STOCKS RESPONSIBILITY	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
9. Maintain master suspension file.	X	X**
10. Check stock records for suspended/ restricted lots.	X***	X*
11. Place/remove suspended tags on/from stocks.		X
12. Prevent shipments/issue of suspended/ restricted stocks.	X***	X
13. Evaluate above contractor work IAW Appendix C, paragraph 3 for:		
a. Use of proper procedures.	X	
b. Proper application of procedures.	X	
c. Adequate corrective action on deficiencies.	X	

\* May be a contractor function at some installations.

\*\* Installations which contain no ammunition, except "Basic Load Ammunition," are routinely inspected by a designated QASAS, and where there is no contractual requirement, this function may be assigned as a Government responsibility. Coordination with AMSIO-IOA-A is required.

\*\*\* Field Service stocks only.

TABLE D-6

## INSPECTION OF MAINTENANCE, DEMIL AND AREA OPERATIONS

DESCRIPTION OF FUNCTION	RESPONSIBILITY	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
1. Ensure all operations are conducted IAW approved SOPs.		X
2. Enforce quantity distance requirements and explosive limits in all area operations.		X

6 MAY 1996

TABLE D-6 - Continued

## INSPECTION OF MAINTENANCE, DEMIL AND AREA OPERATIONS

DESCRIPTION OF FUNCTION	RESPONSIBILITY	
	<u>GOVERNMENT</u>	<u>CONTRACTOR</u>
3. Inspect ammunition maintenance operations for quality and safety requirements.		X
4. Inspect storage and demil operations for safety requirements.		X
5. Prepare reports of deficiencies and submit to operating element.		X
6. Follow-up reports to ensure appropriate corrective action.		X
7. Evaluate above contractor work IAW Appendix C, paragraph 3 for adequacy.	X	

## Appendix E

INDUSTRIAL OPERATIONS COMMAND INSTALLATION STAFFING (QASAS)  
AND GROUPING1. DEPOTS/DEPOT ACTIVITIES

a. The following depots have resident QASAS staffs.

- (1) Anniston
- (2) Blue Grass
- (3) Red River
- (4) Sierra
- (5) Tooele
- (6) Letterkenny

b. The following depot activities have resident QASAS staffs.

- (1) Pueblo
- (2) Savanna
- (3) Seneca
- (4) Umatilla

2. GEOGRAPHICAL GROUPING AND STAFFING (QASAS) OF ARMY  
AMMUNITION INSTALLATIONS

a. The Home Station has at least one QASAS.

b. The Supported Installation has no QASAS and receives assistance from a Home Station as indicated below.

GROUP	HOME STATION	SUPPORTED INSTALLATION *
A	Crane AAA	Indiana AAP Ravenna AAP
B	Hawthorne AD	
C	Holston AAP	Volunteer AAP
D	Iowa AAP	Badger AAP Joliet AAP
E	Lake City AAP	Sunflower AAP Kansas AAP Twin Cities AAP
F	Longhorn AAP	Louisiana AAP
G	McAlester AAP	
H	Milan AAP	Mississippi AAP
I	Radford AAP	

\* Support will be provided as required and/or when ammunition is stored.

NOTE: Support is dependent upon current alignment of installation commands.

NOTE: Lone Star AAP currently has no QASAS support.

6 MAY 1996

3. INSTALLATIONS (not identified in paragraphs 1 or 2 above).

a. Pine Bluff Arsenal is supported by a resident QASAS staff.

b. The Rock Island Arsenal Ammunition Surveillance Program is supported by AMSIO-IOA-A.



## Appendix F

INSTRUCTIONS FOR COMPLETING THE AMMUNITION PROCESS  
IMPROVEMENT REPORT (APIR)

1. The Ammunition Process Improvement Report is used as a management tool to evaluate ammunition processes and to provide a means to initiate corrective action.

2. Obtain and complete the following information:

a. Front or page 1.

- (1) Date of finding (Gregorian).
- (2) Reference number - locally assigned.
- (2a) To (process owner/element).
- (2b) From (evaluator's/observer's organization).
- (3) Observed process deviation.
- (4) Urgency for corrective action (immediate, routine, etc.).
- (5) Suspense date for correction.
- (5a) Signature of process evaluator/observer.
- (5b) Signature of evaluator's/observer's supervisor.

b. Back or page 2.

- (6) Owning Element's response for process deviation.
- (6a) Signature of owning Element's representative.
- (6b) Date.
- (7) Verification of corrective action.
- (7a) Signature of verifier.
- (7b) Date.
- (8) Follow-up action, if required.
- (9) Signature of senior Safety representative, if safety issue.
- (10) Signature of senior Ammunition Surveillance representative.

6 MAY 1996

## GLOSSARY

## 1. Acronyms.

a.	AAP	Army Ammunition Plant
b.	ACO	Administrative Contracting Officer
c.	ACR	Ammunition Condition Report
d.	ASTP	Ammunition Stockpile Test Procedures
e.	ANWSRP	Army Nuclear Weapons Stockpile Reliability Program
f.	APE	Ammunition Peculiar Equipment
g.	APIR	Ammunition Process Improvement Report
h.	ASRP	Ammunition Stockpile Reliability Program
i.	ATR	Ammunition Transfer Record
j.	CAWCF	Conventional Ammunition Working Capital Fund
k.	CAWCFA	Conventional Ammunition Working Capital Fund Account
l.	COR	Contracting Officer's Representative
m.	COSIS	Care Of Supplies In Storage
n.	(CP)2	Contractor Performance Certification Program
o.	DAO	Director for Ammunition Operations
p.	DAP	Department of Army Pamphlet
q.	DIT	Damage In Transit
r.	DNIN	Date of Next Inspection
s.	DoD	Department of Defense
t.	DSR	Depot Surveillance Record
u.	FMS	Foreign Military Sales
v.	FSA	Field Service Account
w.	GOCO	Government-owned, contractor-operated
x.	GOGO	Government-owned, Government-operated
y.	IAW	In Accordance With
z.	ILP	International Logistics Program
aa.	IOC	Industrial Operations Command
bb.	IRI	Initial Receipt Inspection
cc.	MDC	Magazine Data Card
dd.	MIRR	Material Inspection and Receiving Report
ee.	MPS	Maritime Prepositioned Ship
ff.	MSC	Major Subordinate Command
gg.	NICP	National Inventory Control Point
hh.	OJT	On-the-Job Training
ii.	PI	Periodic Inspection
jj.	PREPO	Prepositioned
kk.	QAR	Quality Assurance Representative
ll.	QASAS	Quality Assurance Specialist (Ammunition Surveillance)
mm.	RRDA	Resource Recovery and Disposal Account
nn.	SAP	Security Assistance Program
oo.	SASIP	Supplemental Ammunition Surveillance Inspection Procedures
pp.	SB	Supply Bulletin
qq.	SDS	Standard Depot System
rr.	SIS	Safety In Storage

ss.	SMCA	Single Manager for Conventional Ammunition
tt.	SOP	Standing Operating Procedures
uu.	SPC	Statistical Process Control
ww.	SPW	Shipment Planning Worksheet
xx.	WG	Wage Grade

## 2. Explanation of Terms.

a. Ammunition Surveillance: Pertains to a variety of functions which relate to ammunition logistics management. Included in these functions are the inspection, test, and evaluation of ammunition materiel, to determine the current degree of serviceability and rate of deterioration, safety of ammunition materiel and explosives during storage, handling and transportation, including propriety of storage; blocking, bracing, and suitability of transport equipment; and assurance that ammunition materiel and explosives supply disciplines are properly exercised.

b. Ammunition Surveillance Program: Determines the functional and non-functional characteristics of the ammunition stockpile. It includes, but is not limited to, visual inspections and tests. It is also a part of the supply readiness program or other quality assurance activities. The Ammunition Surveillance Program is established by AR 702-6, AR 740-1, and AR 702-12. Procedures for implementing this program are in SB 742-1 and other supporting supply bulletins.

c. Ammunition Surveillance Program Audit: An assessment of the effectiveness of the installation level Ammunition Surveillance Program includes evaluating compliance with the requirements in this regulation, SB 742-1, and other related publications. The audit may be accomplished collaterally with the IOC Command Inspection, (CP)2 review, or if required, scheduled independently.

d. Conventional Ammunition Working Capital Fund (CAWCF): An account established at selected GOCO and GOGO ammunition manufacturing facilities for the purpose of accounting for HQ, IOC centrally procured industrial stocks of conventional ammunition components, bulk explosives, propellants, and for completed end items awaiting acceptance or shipment to the field service account or customer.

e. Contracting Officer's Representative/Administrative Contracting Officer (COR/ACO): Person authorized to represent the Contracting Officer's interests is responsible for the administration of GOCO contracts and the negotiation of contract supplements.

f. Field Service Account Stock (FSA): Conventional ammunition items, including components accepted for troop issue and use that are managed by a National Inventory Control Point (NICP).

6 MAY 1996

g. Industrial Stocks: Involve components, parts, assemblies, raw materials, explosives, chemicals, packing material, and any other material on hand that is to be consumed as a component of the end product. Also included are components to support engineering, lot acceptance, calibration, and surveillance testing.

h. Quality Check: (Applies to Security Assistance Program (SAP) Foreign Military Sales (FMS) shipments only). A verification of materiel condition (more stringent than normal inspection) that ensures serviceability, suitable appearance, completeness, correct preservation, packaging, packing, marking, and other special requirements are IAW applicable directives prior to shipment. (The SAP is sometimes referred to as the International Logistics Program (ILP)).

i. Quality Assurance Specialist (Ammunition Surveillance) (QASAS): A member of Army Career Program 20, (AR 690-950-20). The QASAS in charge or the COR/ACO staff QASAS is the senior or chief QASAS at a home station.

j. QASAS Home Station: An installation designated by HQ, IOC as the duty station for assignment of QASAS. The home station provides QASAS support for a geographical area.

k. Special Test Material: Ammunition or explosives dedicated to, or specially constructed for purposes of special tests, experiments, malfunction investigations, or engineering evaluations. Items may be calibration lots of standard design, uncataloged variations of standard patterns, experimental designs of foreign manufacture or otherwise unfamiliar configuration.

l. Third Party and Facilities Contracts: Third party contracts allow the operating contractor of a GOCO installation to act as a prime contractor or subcontractor and to bid directly on commercial or other than direct work loading and/or competitively solicited production or research and development requirements from IOC. A facilities contract provides government facilities to a company to perform commercial ventures. This contract provides for the use, maintenance, accountability and disposition of facilities. Neither type of contract negates requirements for explosive safety on Army-owned installations. Included is a requirement to report propellant IAW paragraph 7d(4). The regulatory basis for the explosive safety program may vary by installation depending on the type of contract in place.